



State of Hawai'i

Tips to Maintain Ownership of Your Funds

Property is escheated to the State of Hawai'i Unclaimed Property Program when a company, business, corporation, partnership, professional association, non-profit organization, government entity or private organization loses contact or communication with the rightful owner. There are many ways owners can prevent property from being escheated to the State.

- ▶ Maintain a list of business entities who are in possession of funds belonging to you. Suggestions include the name and address of employers, financial institutions and utility companies.
- ▶ Keep accurate records of your financial accounts, reviewing your financial records at least once a year.
- ▶ Be aware of lease expiration dates and rental fees that may be due on a safe deposit box and pay them in a timely manner.
- ▶ Know the status of your account and understand the changes that occur.
- ▶ Keep accounts active by making a withdrawal or deposit at least once a year.
- ▶ Inform your spouse, family or heirs of your financial assets. Make photo copies of important documents and tell your family where to locate the information.
- ▶ Inform your financial institution of any changes in your mailing address or legal changes to your name.
- ▶ Provide your financial institution with a secondary contact or detailed beneficiary information.
- ▶ Respond to correspondence received from financial institutions.
- ▶ Respond to proxies sent by the securities industry.
- ▶ Keep Uniform Gift to Minors Act (UGMA) accounts active through written or electronic contact with the holder.
- ▶ Cash dividend, interest, or refund checks without delay.
- ▶ Prepare and file legal documentation detailing the disposition of your assets.